DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING 198 COUNTY DF JUNEAU, WI 53039 January 8, 2014

MINUTES

- 1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 8:00 a.m. with the following members present:
- 2. ROLL CALL:

Robert Ballweg Larry Bischoff Jeff Duchac John Fabisch Tom Schaefer

ABSENT: None.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Chairman; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Jacqueline Kuhl, Brian Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; James Hill, Director of Environmental Services; Anthony Marchese, Director of Finance; Lindsay Kirchoff, Assisted Living Supervisor; Angi Zilliox, Human Resource Specialist; Adam Kikkert, Maintenance Lead; and Erin Blank, Assistant Director of Nursing.

- 3. **APPROVAL OF MINUTES OF NOVEMBER 5, 2013 MEETING**: Motion made by Fabisch to approve the November 5, 2013 Minutes; seconded by Duchac. Motion carried.
- 4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Schaefer to deviate from the Agenda if required; seconded by Ballweg. Motion carried.
- 5. **PUBLIC COMMENT:** None to report.
- 6. **COMMITTEE MEMBER REPORTS**: None.
- 7. **INVOLUNTARY DISCHARGES**: No discharges to report.
- 8. **CENSUS REPORTS**:

CBIC:	21 of 30
Clearview North:	128 of 140
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	43 of 46
Trailview	45 01 40 4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	3 of 20

9. **ADMINISTRATOR'S REPORT:**

- Wastewater Results: The results of last quarter's wastewater results have improved and were sent to the City of Juneau.
- Update: Marsh Country Health Alliance: An update was given on the special meeting scheduled for January 28, 2014 to discuss potential changes to the Intergovernmental Cooperation Agreement related to the annual rate established and presented. Administrator Hooper and Anthony Marchese, Director of Finance, are working with Attorney Phillips to analyze and research the methodology.
- Medical Director and Physician Wage Increase: A discussion was held regarding the
 wage increase for Clearview's Medical Director and physician. Motion to recommend (to
 Human Resources) a 2.5% increase, retroactive to January 1, 2014, for both Medical Director
 and physician, by Duchac; seconded by Ballweg. Motion carried to forward to Human
 Resources.
- Update: Leadership Wisconsin Administrator Education Travel: Administrator Hooper reviewed with the Committee her international educational trip with Leadership Wisconsin (UW-Extension; supported by Wisconsin Counties Association), which is scheduled for March 3 to 18, 2014. Ann Schulz, Director of Nursing, will be the designated person in charge during this time. Hooper will be available via e-mail and telephone contact for checkins as available. There will be no requests for any travel expenses or reimbursements from Dodge County. Motion to Ballweg; seconded by Duchac, recommending the Executive Committee to support education travel for Hooper. Motion carried.
- Archie Monument Proposed Land Sale: Jim Mielke updated the Committee on discussions related to the proposed land sale on the north end of Dodge County property by Archie Monuments (see attached Options A and B).
- Generator Update: Jim Hill, Director of Environmental Services, updated the Committee on the status of the generator add-on. Approximately 90% of the project is complete and we are waiting for the switch. Once the switch arrives, Altmeyer will install it in mid-January and complete the project.
- Hiring Data: Angi Zilliox, Human Resource Specialist, updated the Committee on hiring and retention data for 2013 and 2012. In 2012, we hired 78 people, 20 of those people also quit the same year and we lost 7 to retirements. In 2013, we hired 77 employees, only 6 of those hired also left that same year, 13 retirements, and 3 passed away. We are attributing our retention to the mentor program that was started late in 2012. We are continuing to monitor the data and improve the mentoring program.
- Meet the Maintenance Lead, Adam Kikkert: Adam Kikkert, the new Maintenance Lead at Clearview, was introduced to the Committee. Kikkert was awarded the position on January 6, 2014.

- Meet the Assistant Director of Nursing, Erin Blank: Erin Blank, the new Assistant Director of Nursing, was introduced to the Committee. Blank was hired on December 2, 2013.
- Quality Assurance: Ann Schulz, Director of Nursing, went over our Quality Assurance Report, discussing falls, call lights/door alarms, infection control, wounds, medication errors, CPR policy changes, special population additions to the Disaster Plan, and several code policies. Erin Blank, Assistant Director of Nursing, reviewed the Influenza Program and Respiratory Fit Testing.
- Admission/Discharge Data: Lori Kurutz, Director of Support Services, updated the Committee on the admission and discharge data for the last quarter of 2014.

Month	Nursing Home Admissions	Nursing Home Discharges
October	14	5
November	8	8
December	10	7
Year to Date	122	69

- Admissions for 2013: 122 in nursing home license
- Census ranged from 108 in January in 2013 with a high at the end of October of 134.
- Write-Off: There were no new write-offs to report in the 4th quarter.
- Financial Report, Anthony Marchese, Finance Director:

MCHA

Revenue: Revenue actual \$10,717,446; budgeted \$9,522,558 **Expenses**: Expenses actual \$14,673,946; budgeted \$14,404,281

INDIVIDUALS WITH INTELLECTUAL DISABILITIES

Revenue: Revenue actual \$3,354,818; budgeted \$3,424,614 Expenses: Expenses actual \$1,971,343; budgeted \$2,682,395

COMMUNITY GROUP HOME

Revenues actual \$307,871; budgeted \$345,622 Expenses actual \$304,638; budgeted \$278,526

TRAILVIEW

Revenues actual \$225,000; budgeted \$272,293 Expenses actual \$241,388; budgeted \$252,771

NORTHVIEW HEIGHTS

Revenues actual \$3,553; budgeted \$23,058 Expenses actual \$28,771; budgeted \$25,844

CLEARVIEW BRAIN INJURY CENTER

Revenues actual \$5,329,031; budgeted \$5,297,350 Expenses actual \$3,503,304; budgeted \$3,181,436

STATE CERTIFIED UNIT (CLEARVIEW BEHAVIORAL HEALTH FACILITY)

Revenues actual \$2,158,352; budgeted \$2,140,226 Expenses actual \$1,832,746; budgeted \$1,870,151

OVERALL

YTD Revenue actual \$22,096,071; budgeted \$21,025,722 YTD Expenses actual \$22,556,135; budget \$22,695,404

- February / March Meeting Date: The February and March Health Facilities meeting will be combined into one meeting, to be held on Wednesday, February 19, 2014, at 8:00 a.m.
- 10. **NEXT MEETING DATE**: **Wednesday, February 19, 2014, at 8:00 a.m.** in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
- 11. **ADJOURN**: There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Duchac. Meeting adjourned at 11:03 a.m.

Dated this 19th day of February, 2014.

Respectfully submitted,

Thomas Schaufer
Thomas Schaefer, Secretary



